

### **Program Description/Textbook or Print Instructional Material**

Vendor: EMC/Paradigm Publishing Web Address: www.emcp.com

Title: Marquee Series: Microsoft Office XP, Brief Edition

Author: Nita Rutkosky Copyright: 2002

ISBN: 0-7638-1474-1 Course/Content Area: Business Education

Intended Grade or Level: 9-12 Readability Level: 8

List Price: \$46.62 Lowest Wholesale Price: \$34.95

*All materials bid as of July 1, 2003 must be offered in an alternative format for students who require reading accommodations. A description of the levels of accommodation is included on p.8-9 of this bid packet. The Kentucky Department of Education must receive a copy of the alternative format if the instructional material is placed on the State Multiple List.*

Level of Accommodations (Level One, Two or Three) Level Two

If Level Two or Three, please provide rationale for not meeting Level One Compliance

We do not include graphics or graphics descriptions.

### **FEATURES**

**DISCLAIMER:** The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

**Content** This text provides a highly effective, visual approach to learning essential skills in Word, Excel, Access, PowerPoint, Windows, and Explorer. Step-by-step guided instruction ensures long-term retention.

### **Student Experiences**

**Assessment** A Test Generator on CD-ROM is available for teachers.

### **Organization**

### **Resource Materials**

#### **Gratis Items To Be Provided And Under What Conditions**

0-7638-1471-7	Instructor's Guide with CD-ROM	1:20
0-7638-1927-1	Test Generator on CD-ROM	1:20

### **Available Ancillary Materials**



# Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



**Title:** Microsoft Office XP—Brief Edition-Marquee Series; cost: \$48.95

**Publisher:** EMC/Paradigm Publishing

**Item Evaluated:** Textbook and ancillary materials

**Copyright Date:** 2002

**Evaluator:** Donna R. Everett

**Content Level:** 9-12

**Date of Evaluation:** July 30, 2003

**Level of Alternative Format**

Level 1 – Full Compliance

Level 2 – Provisional Compliance

Level 3 – Marginal Compliance

This section completed by Exceptional Children Services

## Overall Strengths and/or Weaknesses

**Disclaimer:** Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the review team's comments, editing was limited to spelling and punctuation.

## Recommendations:

☒ Recommended by reviewers to State Textbook Commission

☐ Not recommended by reviewers to State Textbook Commission

**Publisher's Explanation of Reviewer's Comments:** By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.



# Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



Title: Microsoft Office XP-Marquee Series		Publisher: EMC/Paradigm Publishing	
Technology Management Summary Data:	20 possible points	____10____ points earned	
Technology Management Comments:			
Technology Presentation/Interface Summary Data:	40 possible points	____18____ points earned	
Technology Presentation/Interface Comments: No directions for student activities on CD; would have been helpful to the student to have the directions on the CD as well as in the textbook. (Deleting the directions could be another learning point.)			
Content Summary Data:	44 possible points	____19____ points earned	
Content Comments: <b>No FBLA or SCANS tie-in.</b>			
Instruction & Assessment Summary Data	52 possible points	____42____ points earned	
Instruction & Assessment Comments:			
Organization & Structure Summary Data	36 possible points	____31____ points earned	
Organization & Structure Comments:			
Resource Material Summary Data	40 possible points	____10____ points earned	
Resource Material Comments:			



# Group V - Career /Technical & Vocational/Practical Living

## Electronic Instructional Media Review Form

### Stand Alone/Independent or Integrated Software for Business



Equipment (circle or change fill color)	Grade Level (circle or change fill color)	Audience (circle or change fill color)	Format (circle or change fill color)	Cost _____	
Windows	Primary	Individual	Stand Alone/Independent	_____ single copy	_____ site license
Macintosh	Intermediate	Small Group	Integrated	_____ network version	_____ school version
CD-ROM	Middle	Large Group	Supplemental	_____ lab pack of _____ copies	_____ online
DVD	High		In lieu of basal test		
Sound					
Other					

If other, explain \_\_\_\_\_

Type of Software: Check all that apply	_____ Simulation	_____x_____ Management	_____ Interdisciplinary	_____ Problem Solving	_____ Tutorial
_____ Exploratory	_____ Creativity	_____x_____ Drill and Practice	_____ Critical Thinking	_____ Utility	_____x_____ Tests

Rating Scale:	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	2
Allows students to exit and resume at a later time.	4
Keeps a student's performance record, where needed.	4
Allows control of various aspects of the software (e.g., turning sound off).	0
Allows for printed reports.	0
Comments:	<b>10</b>

Presentation/Interface	Rating
Presents material in an organized manner.	4
Has consistent, easy-to-use, on-screen instructions.	4
Has developmentally correct presentation format.	4
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	0
Accessible for special needs students.	0
Runs smoothly, without long delays. <b>Does not open immediately.</b>	2
Presents easy-to-view text and graphics.	4
Presents easy-to-hear and understand sounds.	0
Avoids unnecessary screens, sounds, and graphics.	0
Provides immediate, appropriate feedback.	0
Comments:	<b>18</b>

Content—Business	Rating
Career Experiences: <b>closely related activities</b>	3
Employability Skills: <b>Same comment as above.</b>	3
Teamwork	2
Global Perspective	0
Mathematical Skills	2
Communication	1
Diversity	0
Ethical Practices	0
Academic Integration	0
Real World Application	<b>4</b>
Content Area Concepts Addressed	4
Comments: <b>FBLA activities are not included. SCANS? Does focus on MOUS certification. Provides a good resource in a MOUS certification guide related to MOUS certification skills.</b>	<b>19</b>

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideals: <b>If related to employability expectations, then, yes.</b>	4
Engages Students	4
Develops Business Ideas	4
Promotes Student Thinking	3
Assesses Student Progress	4
Enhances The Learning Environment	4
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	4
Commonwealth Accountability Testing System (CATS) “like” Assessment is provided	0
Variety of assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included. <b>Mostly performance based. Instructor would have to highlight portfolio prompts or make accommodation for presentations.</b>	3
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	4
Differentiation techniques and activities suggested.	0
Comments: <b>Introduction alluded to Website for students and teachers, but the URL was not provided for review.</b>	<b>42</b>

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	4
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	4
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	0
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	4
Employs accurate grammar and spelling. <b>Windows not capitalized in instructor's guide</b>	3
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	4
Comments:	<b>31</b>

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated) <b>Only repeats printed Instructor's Guide with the exception of supplemental performance assessments.</b>	3
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	4
Extension activities including adaptations and accommodations for students with special needs.	0
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides).	3
Suggestions are made for integration of themes and /or interdisciplinary instruction.	0
Integration opportunities suggested and examples given. <b>Only as related to software.</b>	0
Teacher resources are available online. <b>Mentioned in introduction but URL was not provided.</b>	0
Online resources available – Repeat of information in text.. <b>Cannot evaluate.</b>	0
Online resources available – Practice skills only. <b>Cannot evaluate.</b>	0
Online resources available – New application materials. <b>Cannot evaluate.</b>	0
Comments:	<b>10</b>

Rating Scale:	
4—All or the time	2—Minimally
3—Some of the time	1—None of the time
	0— Not applicable